

# Visitor Information

Site Induction



## **SAFEGUARDING**

Please carefully read our Safeguarding Induction Sheet which will be handed to you as you sign in.

## **FIRE PRECAUTIONS**

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest fire exit – clearly marked with a green and white sign. There are fire notices around the school to inform you of your nearest assembly point. Take time to ensure that you know where to go. You will be made aware of any planned fire drills during your visit. Please make someone aware should you require assistance in exiting the building.

DO NOT return to collect any belongings. DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so.

## **FIRST AID**

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it become necessary, please inform a member of staff on arrival. An accident form should always be completed by the first aider treating you. Near misses should also be reported to the school office.

## **PERSONAL SECURITY**

Please sign in via the electronic register at the main entrance and wear your visitor's badge whilst in school. Please keep all belongings with you at all times unless working in a classroom where you can keep them in a designated area. No medication (including non-prescription) should be kept in bags within the classroom. This can be securely locked in the school office.

If you leave the building for a short time, please exit through reception, informing the staff as you go and signing out. Please do not prop open any doors which could leave access to unauthorised individuals.

## **SMOKING**

In order to maintain a healthy and safe environment, smoking is not permitted within the school and grounds. This includes e-cigarettes.

## **AGENCY STAFF**

Please familiarise yourself with any medical plans for pupils within the school. This information is available in the staff room and also in the school office.

## **EXTERNAL CONTRACTORS**

### **ASBESTOS REGISTER**

The school maintains an asbestos register, regular monitoring is undertaken to ensure that damage or deterioration does not occur. The asbestos register must be consulted prior to any intrusive works carried out. *(Please turn over)*



## **EXTERNAL CONTRACTORS (CONT.)**

### **COSHH**

If you are bringing materials covered by COSHH regulation onto site, please leave a copy with the office. If unsure you can speak to the Caretaker or School Business Manager.

### **OUT OF HOURS MAINTENANCE**

If you are working outside normal school hours please liaise with the Caretaker or the commissioning staff member / Project Leader. Please also refer to our Lone Working Policy.

## **MOBILE DEVICES & ICT EQUIPMENT**

Whilst on site please:

- Use only in connection with your business and when you are approved to do so.
- Do not leave equipment unattended.
- Ensure that your mobile phones' 'Bluetooth' capacity is disabled.
- Do not use mobile phones in the presence of pupils.
- Computers are not to be used by visitors, unless you are approved to do so.

## **GDPR**

If you have any queries in relation to GDPR, copies of our Policy and Privacy Notices are available on our website or in the school office.

## **COVID-19**

Please familiarise yourself with the 'Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment' displayed in reception. You will also be required to complete a Track and Trace form before leaving the site.

***These details have been provided to make sure you understand what is expected of you. Please ask if you are unclear about anything.***

## **THE SCHOOL DAY**

Group	Start	Finish	Friday Finish
Nursery am	08:30	11:30	N/A
Nursery pm	12:15	15:15	N/A
Reception	08:45	15:15	13:00
Year 1	08:45	15:15	13:00
Year 2	08:45	15:15	13:00
Year 3	08:30	15:00	12:45
Year 4	08:30	15:00	12:45
Year 5	08:15	14:45	12:30
Year 6	08:15	14:45	12:30